

RFP '16/21/P Digital Assets Management System and Implementation Services

Listed below are the questions that have been raised concerning the aforementioned RFP.

1. In the Summary, Statement of Work, Section 1.1 you say the system “must have the capability to easily edit all file types.” Can you provide more details around the type of editing you are referring to?

Answer: The new tool must provide the following editing capabilities; Crop, resize, rotate, airbrush, sharpen, red eye, borders etc. Photoshop type edits.

2. In at least two of the items in the requirements matrix it asks to “Specify in the comments...”, where should those comments be made? Should another column be made for comments?

Answer: Comments can go as an addendum or attachment or another column can be added by the vendor.

3. In the Technical Requirements matrix, line IT4, it indicates that “Implementation with merge and covert all data and assets...”. Can you define “merge and convert” further? If this is related to migration from other systems or file shares, can you provide a list of those other systems and how much is in each?

Answer: All of the existing digital assets would need to be “Imported” If they cannot be imported then they would need to be converted to a supported file type and then imported into the new tool..

4. In Section 1.4, question #3, it says “Provide complete turnkey on-site implementation”. Does this include the necessary hardware if an on premise solution is selected?

Answer: Yes.

5. Under Five Year Total Cost Summary, the description of “Integration” asks that we describe “costs associated with integrating your software into our current architecture and back-end systems.” Can you list and describe other systems our solution would need to integrate with?

Answer: Currently, the City does not utilize a Digital Assets Management System. The files are stored on a shared drive. The only interface would be to the City’s Website.

6. Under Five Year Total Cost Summary, the description of “Legacy Data Loading” indicates we should include “costs associated with importing legacy data from current systems”. Can you list and describe your legacy data?

Answer: 300 Gigabytes of data including over 40,000 photos, logos and videos. This may include duplicates and does not include ongoing asset acquisition (like the current photo and video shoots). The legacy data includes file types: JPEG, PNG, BMP, GIF, MOV, MP4, AVI, EPS, PDF, TIF, RAW and MP3 file formats.